

Title: Letter of Interest (LOI) # 1050
New York City Legally Exempt Enrollment Services

Agency: Children & Family Services, NYS Office of
Bureau of Contract Management

Contract Number: TBD

Contract term: January 1, 2022 – December 31, 2026

Date of issue: December 11, 2020

Due date/time: January 6, 2021 by 4:00 PM Eastern Time

Location: New York City

Counties: Queens, Bronx, New York, Kings, and Richmond Counties

Background

The New York State Office of Children & Family Services (OCFS) announces an opportunity for qualified entities that are not-for-profit 501(C)(3) corporation(s) with experience regarding NYS Child Care regulations and statutes, to express their interest in delivering legally exempt enrollment services in all five (5) boroughs of New York City. Services include the enrollment and re-enrollment of legally-exempt child care providers (including evaluation of enrollment application documents and generation of notices to parents and providers related to application completeness, and notices to parents and providers on the provider's regulatory compliance and any follow-up activities), annual inspections of these providers, complaint investigations, reviews of requests for rate enhancements, technical assistance to families as well as enrolling providers related to enrollment, training and compliance, and regular communication with programs regarding issues related to regulatory compliance. Currently, there are approximately 4,000 Legally Exempt Child Care Providers with the possibility of additional new Legally Exempt Child Care Providers that may wish to enroll in these boroughs.

The purpose of this opportunity is to invite any interested, eligible entities that believe they can satisfy this program's needs to inform OCFS by a Letter of Interest (LOI). To be considered responsive, your organization's LOI must be received no later than the deadline specified on the first page of this announcement. Through this Advertisement, OCFS is exploring the availability of vendors who have the expertise to provide the services required by OCFS. The results of this announcement are intended to determine if this opportunity will be competitively bid. If too few responses are received, OCFS intends to pursue other procurement options. Please see the **How to Submit your LOI** section for additional information and submission requirements.

To be considered responsive to this opportunity, respondent's LOI must:

- Indicate your organization is an incorporated Not-For-Profit organization with 501(C)(3) status; and
- Confirm your organization is interested in providing the services outlined by this announcement and meets the following criteria by providing information as to your organization's experience in your Attachment 1 – Letter of Interest:
 - Possesses five (5) or more years of experience with NYS Child Care regulations and conducting legally exempt enrollment services, including complaint investigations and inspections;
 - Has the ability to dedicate staffing necessary to accomplish this project;
 - Demonstrates the technological ability to support the required electronic database – the Child Care Facility System (CCFS), which is the OCFS system of record for child-care providers;
 - Agrees to participate in all necessary trainings mandated by the Office of Children & Family Services;
 - Has the ability to meet the program requirements described in the “Background” and “Funding Details” section of this solicitation

Funding Details

The anticipated funding available for this project is up to \$12,359,000 per year. OCFS anticipates making one (1) award to support this project. OCFS intends to use the results of this announcement to determine if this opportunity will be competitively bid.

- The funding will be used to:
 1. Conduct enrollment package information reviews and request for missing information within five (5) business days;
 2. Render temporary enrollment decisions within ten (10) days of receipt of a complete enrollment package;
 3. Render full enrollment decision within 40 days of receipt of a complete enrollment package;
 4. Complete re-enrollment process within 40 days of receipt of a complete re-enrollment package;
 5. Conduct annual inspections on all providers eligible for an inspection;

6. Complete application reviews on all requests for an enhanced rate from legally exempt group programs.

How to Submit Your LOI

To be considered responsive, interested parties must complete and submit all required documents to this solicitation conforming with the format and content requirements as explained. The response should contain sufficient information to assure OCFS of its accuracy. The information provided should, wherever possible, confirm that your organization meets the requirements in the **Background** section of this announcement.

Each applicant is required to complete and provide the following document:

- **Attachment 1 – Letter of Interest**

Applicants must submit their LOI via email to RFP@ocfs.ny.gov no later than the deadline specified on the first page of this announcement.

Please enter “**LOI # 1050 NYC Legally Exempt Enrollment Services**” in the subject line of the email submission of your Letter of Interest and identify the name of your organization in the body of the email and in the filenames of attached documents to ensure your submission is processed efficiently. **Early submissions are encouraged as late responses may be subject to rejection.**

Please limit your Letter of Interest to a maximum of **five (5)** page(s), Arial 12-point font, single line spacing and one-inch margins. Please see the **Attachment 1 – Sample Letter of Interest** provided for your reference. If applicable, Letters of Interest should attempt to conform to the guidance outlined in **Attachment 2 – Guidelines for Preparing Letters of Interest.**

Questions

Questions must be submitted via e-mail to RFP@ocfs.ny.gov before the due date/time indicated for submission of Letters of Interest in this announcement. Please submit your question with adequate time for response; OCFS recommends allowing at least five (5) business days. Be sure to put “**LOI # 1050 NYC Legally Exempt Enrollment Services**” in the subject line. **Late questions may not be addressed.**

Diversity:

The Office of Children and Family Services strongly encourages qualified minority-owned and women-owned businesses, and veteran-owned businesses to submit a letter of interest.

Contact Information

Primary contact:

Director of Contracts
Office of Children & Family Services
52 Washington Street
Room 202S – Procurement Unit
Rensselaer, NY 12144
RFP@ocfs.ny.gov

Submit to contact:

Director of Contracts
NYS Office of Children & Family Services
52 Washington Street
Room 202S – Procurement Unit
Rensselaer, NY 12144
RFP@ocfs.ny.gov

Attachments

Please see the following attachments to this announcement, which are available on The New York State Contract Reporter (Contract Reporter) website at <https://www.nyscr.ny.gov> or the OCFS website at <https://ocfs.ny.gov/main/contracts/funding/>.

Attachment 1 – Sample Letter of Interest*

Attachment 2 – Guidelines for Preparing Letters of Interest (for reference only)

* Attachments marked with an asterisk **must** be completed and included with your submission.